

SECTION VIII. HANDLING AND CONTROL OF CLASSIFIED **COMSEC**  
MANUALS DURING DEVELOPMENT

61. General: For purposes of positive control, incomplete manuscripts of classified **COMSEC** manuals generated by a contractor engaged in COMSEC contracts will be categorized as "In-Process Manuscripts." In lieu of entering such in-production material into the formal **CMCS**, contractors will control the material under internal in-process accounting systems. An in-process manuscript is a classified item, which, in any form (e.g., computer printout, artwork, mag card, mag tape, etc.) provides information relative to COMSEC design, operability, repair and maintenance, and is used as input to the publication of a **TSEC-nomenclatured** document. An in-process manuscript will remain under in-process accounting controls until such time as it reaches a final state for publication or when the contracting activity has a requirement to release the unpublished manuscript to a field activity for training or evaluation. At this time, the manuscript will be brought into the formal CMCS as specified in paragraph 62.

a. Requirements: Prior to commencing development of classified manuscripts, the contractor shall prepare written in-process accounting procedures which provide specific instructions for the methods of control, prescribe the proper records to be maintained, and which provide for a complete audit **trail** for all portions and quantities of the manuscripts being produced. These procedures must be submitted to NSA for review and approval at least 90 days prior to commencing development of classified manuscripts.

b. Procedures: Technical writers involved in the development of COMSEC manuscripts will treat all drafted material as "working papers" ensuring that appropriate security controls are in place for the safeguarding of the COMSEC material according to classification and content. When automatic data processing equipment is used for this purpose, all security requirements prescribed in Section XIII of the ISM must be complied with. All working papers and/or hard-copy printouts held by the technical writers for a period of 30 days will, at that time, become accountable under the contractor's in-process accounting system. Once entered into the in-process accounting system, records must be maintained of their existence, location, quantity, and disposition. This will be a continuing process until all portions of the manuscript are developed and entered into in-process control.

c. Marking of In-Process Manuscripts. A special in-process manuscript cover will be made available by NSA to contractors engaged in controlled manuscript developments. The manuscript cover of the in-process manuscript must be marked with the manufacturing aid short title provided at the time the contract is issued (e.g., MAMM XXX, etc), the edition, copy number, classification, and the special marking "COMSEC MATERIAL--ACCESS BY **CONTRACTOR PERSONNEL RESTRICTED TO U.S. CITIZENS HOLDING A FINAL GOVERNMENT CLEARANCE.**" Internal pages will be marked in accordance with paragraph 11 of the ISM. Where the manuscript is in a media other than hard copy, the label will contain the identification "text" or "art", as appropriate, as **well as** the short title, edition, copy number, classification and the special marking described above.

d. Movement of In-Process Manuscripts. When it is necessary to release portions of the incomplete in-process manuscript to the contracting activity, or between subcontractor and prime contractor, the contractor's in-process records must reflect the number of pages comprising the initial release. The number of pages will also be annotated on the in-process manuscript cover. When the release **is** in a form other than hard copy, the label identifying the contents **will** also be annotated with the number of pages contained therein. In-process manuscripts released to the contracting activity or between prime and subcontractor will be covered with an SF-153 which will be assigned an "in-process" transaction number (NOTE: Do not use a **COMSEC** account transaction number), and a notation placed after the "NOTHING FOLLOWS" line indicating that the item is IN-PROCESS MATERIAL. Classified in-process manuscripts must be transported by the method prescribed in paragraph 55, or as specified by the cognizant U.S. Government Contracting Officer.

e. Destruction of In-Process Manuscripts. In-process manuscripts will be destroyed by the holding activity as soon as a requirement for the material no longer exists, utilizing the same method as is approved for other classified COMSEC paper products. Magnetic media may be declassified in accordance with Section XIII of the ISM. A notation of the destruction will be recorded in the in-process disposition records.

f. Subcontracting. When awarding a subcontract which will involve the development of a classified controlled manuscript, the prime contractor must require that the subcontractor develop in-process accounting procedures and will submit them on the subcontractor's behalf to NSA for approval. The prime contractor will ensure that the requirements for in-process accounting are specified in the contract with the subcontractor. In-process controlled material must not be released to, or developed by, the subcontractor until NSA has approved the procedures.

62. Entering Manuscripts into the COMSEC Material Control System (CMCS). When a manuscript has reached a final state for publication or the contracting activity has a requirement to release the unpublished manuscript to a field activity, the holding activity's COMSEC Custodian will prepare a possession report for the quantity of copies being held and/or a transfer report for the quantity being issued, annotating in the Remarks column of the SF-153 "New Material." The document must have a "Controlled Manuscript" cover attached, and the short title, edition, accounting number, number of pages, classification, and any special markings required, typed or stamped on the cover. Once entered into the CMCS, a controlled manuscript will remain in the system until destruction or final disposition and will be subject to the same accounting and physical controls pertaining to other comparable COMSEC material.